

Federation of Darley & Summerbridge Community Primary Schools

Governors' Business Meeting at Darley Primary School on 27<sup>th</sup> September 2018

Meeting opened at 4.05pm

**Present:** N. Coates (NC), Executive Headteacher  
S. Mallender (SM), Co-Chair & Co-opted Governor  
S. Walker (SW), Co-Vice Chair & Parent Governor  
E. Fazal (EF), Co-Vice Chair & Co-opted Parent Governor  
R. Rogers (RR) Parent Governor  
L. Bennion (LB) Co-opted Governor  
K. Milne (KM) Co-opted Governor

**In attendance:** Janet Williams (JW) Clerk

**Governors Core Function:**

- a) Ensuring clarity of vision, ethos and strategic direction;
- b) Holding the headteacher to account for the educational performance of the school and its pupils
- c) Overseeing the financial performance of the school and making sure its money is well spent

NC opened the meeting by thanking all the Governors for all their hard work and support during the last academic year. NC wanted this recognition recorded particularly as the role of a Governor is voluntary. NC also thanked them for their contribution leading up and following the recent Ofsted inspection and the subsequent meeting at Summerbridge School. NC requested a particular 'thank you' to be minuted for the chair & vice chairs during the actual inspection.

**1. Election of Chair & Vice Chairs**

JW opened the meeting as clerk prior to the election of the Chair. SM was asked if he wanted to continue as the chair and he agreed. All the Governors unanimously agreed to SM continuing as chair. SM re-elected. JW then handed the meeting to SM. SM asked whether the current co-chairs wanted to continue and they agreed. All the Governors unanimously agreed to EF & SW continuing as co-vice chairs. EF & SW re-elected as co-vice chairs.

**2. Apologies - A. Hailwood (AH) with consent, C. Volker (CV) Co-opted Governor without consent.**

NC advised that with the resignation of IC there was now a vacancy for a co-opted Governor. A discussion around the attendance of CV during the past year and his own recognition of this in his email:

*Hi all*

*Given my travel commitments I don't think I can be an effective chair and will happily step down as co-chair.*

*I would like to continue as governor but would not want to deprive anyone of the chance if they are eager to support and are able to commit the time.*

*Regards, Conrad*

SM asked if all the Governors were in agreement that CV should be asked to step down – all Governors agreed.

**Action:** JW to email SM the attendance of CV for last 12 months

**Action:** SM to write to CV confirming the Governors decision.

NC advised that CV was the LA Governor and that this vacancy could be filled from the current Governors if anyone agreed to change their role with NYCC

Governance Department. LB put herself forward as the Governor to change to be the LA Governor if the Board were in agreement. All the Governors agreed to this action.

**Action:** LB to complete the application to change from co-opted to LA governor.

This now presented the opportunity to recruit 2 Co-opted Governor. There was a discussion regarding the skills required to fill the 2 vacancies and it was agreed that the Board would be strengthened by Governors with data analytical/financial skills

**Action:** JW to contact the local parish clerks to put an advert in both parish magazines with a closing date of 19<sup>th</sup> October Sarah Inman – Darley and Bob Mundy – Summerbridge

**Action:** NC to advertise these vacancies in both school's newsletters

3. **Register of Business Interests** – the register is to be completed at the next full governors meeting in November.
4. **Matters of confidentiality** – Agenda Item 10
  - 10a Staffing updates
  - 10b Education in Nidderdale updates
  - 10c Headteacher Performance Management update
5. **Minutes of the previous meeting and review of actions**
  - 3a. **Matters Arising / Action Update** –

**Action:** JW to re-send the BROMCOM presentation from PC

**Agenda item 6** - EYFS & KS 1 results will be shared at the next meeting as were not available before the Summer break.
  - 3b. **Approval** – SM signed as a true record
6. **Schedule of meetings for academic year 18/19**

Wednesday 7<sup>th</sup> November at 6.00pm at Darley  
Wednesday 12<sup>th</sup> December at 4.00pm at Summerbridge  
Wednesday 13<sup>th</sup> February at 4.00pm at Darley  
Wednesday 27<sup>st</sup> March at 6.00pm at Summerbridge  
Wednesday 15<sup>th</sup> May at 6.00pm at Darley  
Wednesday 10<sup>th</sup> July at 4.00pm at Summerbridge
7. **Governor Action Plan** – NC prepared and emailed a draft outline for the new Governor Action Plan. EF expanded the draft action plan which was also emailed prior to the meeting. The Governors allocated members to each action area. The Action Plan to run alongside the SDP and areas for improvement for Summerbridge highlighted in Ofsted report.

NC currently revising the SDP which will be emailed prior to the next meeting

**Action:** NC attending an EYFS related training course on 30<sup>th</sup> November

**Action:** Jen Blunstone the SENCO for the Nidderdale Primary Schools is conducting a meeting at Summerbridge 4.00pm to discuss SEN provision across both schools – SEN Governors to attend

**Governor Question:** We need to evaluate our effectiveness as a Governing Body but unsure how best to cover this area of the Action Plan

**Answer:** NC suggested that the chair & vice chairs shadow another schools governing body meeting for comparison.

SM suggested contacting Richard Light Chair of Governors at St. Cuthbert's as they are also a federation of 2 schools

**Action:** SM to contact Richard Light.

The Governors asked about any outcomes following the 'Post Ofsted' meeting held on 5<sup>th</sup> September

**Governor Question:** Have any parents removed their children following the inspection report.

**Answer:** No children have been removed from school following the Ofsted report & meeting and the majority of the parents have been very supportive. The parents have accepted that the Leadership & Management was judged Good and Personal Development, Behaviour & Welfare was also judged Good and that the necessary changes were already being put in place but the inspector noted that not enough time has passed to show the necessary improvements.

It was suggested that a member of the Governing Body should be made available to parents during parent consultation evenings at both schools to promote transparency.

LB & SM to attend Darley parents evening Wednesday 14<sup>th</sup> November

SM & EF to attend Summerbridge parents evening Tuesday 13<sup>th</sup> November  
Summerbridge

8. **Governor Visits to School** – to be arranged at the next meeting once the Governor Action Plan and SDP have been finalised

9. **Update on Federation of Nidderdale Schools**

**Action:** JW to circulate the power point presentation from the meeting 26<sup>th</sup> September

10. **AOB**

**10d – ICT Access - ONE Drive/Email Addresses/ASP**

Some of the Governors still cannot access the One Drive. It was suggested that in the interests of GDPR all Governors should have their own North Yorkshire email address. NC advised that he was also having trouble receiving Governor emails

**Action:** JW to contact Schools ICT to set up new accounts

It was also suggested that a separate Staff email group should be set up and include all both school's staff and the Early Years staff.

**Action:** JW to contact Schools ICT to set up new accounts

**Action:** JW to contact Schools ICT regarding the One Drive access

SM & NC advised that all Governor minutes should be on the website whether or not this is a legal requirement

**Action:** JW to upload Governor minutes

SW advised that she was having difficulty accessing ASP

**Action:** JW to check login and email Governors with username and password login details

Meeting closed at 6.10pm